

**INVITATION FOR BID**  
**March 13, 2026**

<b>INVITATION FOR BID NUMBER</b>	<b>IFB 26-019</b>
<b>NAME OF BID</b>	<b>Annual Contract for Tree Removal and Maintenance</b>
<b>BIDS WILL BE RECEIVED AT</b>	<b>MAWSS Bid Box East Visitor Entrance 4725 Moffett Road Mobile, AL 36618</b> <b>If sending bids by UPS/Fed Ex, deliver to the Warehouse: 1610 Shelton Beach Rd. Ext., Mobile, AL 36618</b>
<b>MANDATORY PRE-BID MEETING</b>	<b>9:00 am on March 31, 2026 in the Board Room located at 4725 Moffett Road</b>
<b>BID OPENING DATE</b>	<b>April 10, 2026</b>
<b>BID OPENING TIME</b>	<b>10:30 am Central Time</b>
<b>AWARD WILL BE MADE BY</b>	<b>Total Cost</b>
<b>CONTRACT PERIOD</b>	<b>5/1/26 through 4/30/27 with two possible 1-year extension options</b>
<b>MATERIAL DELIVERED TO</b>	<b>MAWSS Easement Maintenance Dept 1610 Shelton Beach Road Ext. Mobile, AL 36618</b>
<b>ADDITIONAL INFORMATION CONTACT</b>	<b>Corey McCoy (251) 404-2275 or <a href="mailto:cmccoy@mawss.com">cmccoy@mawss.com</a></b>
<b>APPLICABLE SDP POLICY</b>	<b>17-01</b>

Sealed bids must be in the Purchasing Department no later than the time specified in order to be considered. Submissions received after the deadline will not be considered. Envelopes must bear the name of the supplier, company address and the words **“IFB 26-019 Tree Removal & Maintenance”** or **“IFB 26-019 NO QUOTE.”** Facsimile or email bids will not be accepted.

All bids must be submitted on the attached forms or your bid will be disqualified. Bidder shall furnish all the information required by the solicitation. The bidder’s name must be typed or printed on the bid sheet and signed by the bidder or appropriate authorized executive officer of the bidder’s company. Bidders must initial any changes or erasures. Bidders should retain a copy of bids for their records.

Bidders shall acknowledge receipt of all addenda to this solicitation by signing and returning each addendum or by identifying the addendum number and the date on the bid form. Failure to acknowledge receipt of any addendum by a bidder will result in rejection of the bid if MAWSS determines that the addendum contains information that materially changes the requirements.

All bids shall be quoted FOB Destination, freight prepaid with no additional charges. Unless otherwise specified in the bid, all prices will be on a firm-fixed price basis and are not subject to adjustments based on costs incurred. MAWSS reserves the right to reject any or all bids submitted, to waive any informality in any bid or in the bid process, or to terminate the bid process at any time, if deemed by MAWSS to be in MAWSS’s best interest.

A Purchase Order and this “Invitation for Bid” with “Specifications,” “Conditions,” “Bid Form,” signed by the successful bidder’s authorized representative, and all attached drawings and other documents furnished by MAWSS to the bidders with the Invitation for Bid in order to illustrate the contract requirements, will constitute a contract for the goods and/or services to be purchased.

  
Joyce Sawyer, Buyer II  
Board of Water and Sewer Commissioners

## IFB 26-019 TREE REMOVAL & MAINTENANCE CONDITIONS

The Board of Water and Sewer Commissioners of the City of Mobile will accept bids for **Tree Removal & Maintenance Annual Contract** in our Purchasing Department Bid Box located at the East Visitor Entrance at 4725 Moffett Road, Mobile, AL. 36618 **no later than 10:30 a.m.** local time on **April 10, 2026**. Bids will be opened immediately after bid closing time in the Operations Center Board room located at the East Visitor Entrance. Award will be by **Total Cost**. The bidder offers and agrees, if this bid is accepted, to furnish the items as defined in the specifications for the unit price set opposite each item. Pricing shall be FOB Mobile, Alabama. All items shall be delivered to our Easement Maintenance Dept. located at 1610 Shelton Beach Road Ext. or to the job site as needed.

**A Mandatory Pre-Bid Meeting** will be held between representatives of Contractor and representatives of MAWSS prior to the bid opening. The pre-bid meeting is scheduled for **9:00 am on March 31, 2026** in the Operations Center Board room located at the East Visitor Entrance at 4725 Moffett Road, Mobile, AL. 36618.

A General Contractor's license is **required** if the total bid amount is over \$100,000. In addition, the bidders would be required to possess a minimum of MU-s: ROW Maintenance or SC: ROW. Please include copy of license.

Bidder understands that his/her bid shall be good and may not be withdrawn for a period of sixty (60) calendar days after the scheduled closing time for receiving bids.

There are no guaranteed quantities of tree services that will be purchased for this contract. Bidder understands and agrees that quantities will be purchased by MAWSS on an "as needed" basis. MAWSS shall not be committed to the purchase of a pre-established minimum quantity for any one item.

A bidder may not modify its bid after bid opening. Errors in the extension of unit prices stated in a bid or in multiplication, division, addition or subtraction in a bid may be corrected by the MAWSS Purchasing Buyer prior to award. In such cases, unit prices shall not be changed.

It is the responsibility of the bidder to determine prior to the bid opening whether any amendment, additions, deletions or changes of any type have been made to this Invitation for Bid, Conditions, Specifications, Bid Form or any other bid documents. Bid documents and any amendments made to this bid will be posted on our website at [www.mawss.com](http://www.mawss.com).

A copy of the SDP (Supplier Diversity Program) policy that applies to this Invitation For Bid can be furnished upon request. It is the responsibility of the bidder to read and make efforts to meet the goals of this policy. Please contact the Supplier Diversity Department at [supplier.diversity@mawss.com](mailto:supplier.diversity@mawss.com) for any questions regarding this policy. **Bidders MUST acknowledge receipt of this policy by submitting the SDP Policy Acknowledgement and the Subcontracting Plan/Good Faith Effort form with the bid proposal, regardless if using a Diverse Contractor/Supplier or not.** Contractors are required to use Contractors/Suppliers only in the areas for which the Contractors/Suppliers are certified.

Invoicing Requirements: MAWSS requires additional information for all work performed and services provided. On the vendor's invoice for payment should be a detailed listing of work performed, services provided, dates completed, locations involved, and any other pertinent information needed to verify the work and/or services were completed in accordance to the bid specs. This additional information can be supplied in the form of detailed invoices, work orders, checklists or any other documents used to track the work performed or services provided but details must be included on the actual invoice. A copy of the invoice and these additional details must be sent to the "ADDITIONAL INFORMATION CONTACT" found on Page 1 of the bid documents and a copy emailed to Accounts Payable at [AcctsPayable@mawss.com](mailto:AcctsPayable@mawss.com).

**END OF CONDITIONS**

## IFB 26-019 TREE REMOVAL & MAINTENANCE GENERAL SPECIFICATIONS

- Contractors submitting bids must have all the applicable City, County, and State Licenses. A General Contractor's license is required if the total bid amount is over \$100,000. In addition, the bidders would be required to possess a minimum of MU-s: ROW Maintenance or SC: ROW. Please include copy of license.
- All bid requirements listed in the Board of Water and Sewer Commissioners Standard Specifications must be complied with.
- The completed bid forms must be submitted in a sealed envelope to the Purchasing Department located at 4725 Moffett Road, Mobile, Alabama. The envelope should be clearly marked, "IFB 26-019 TREE REMOVAL AND MAINTENANCE".
- The Board of Water and Sewer Commissioners of the City of Mobile retain the right to reject any and all bids.
- Bids will be considered only from Contractors with experience in related type work with a proven record of customer satisfaction. The bidder must submit, as part of the bid document, a list of at least four (4) customers where similar work has been performed within the last two (2) years. The following information must be included:
  1. Name and address of customer
  2. Contact Person and telephone number
  3. Description of work performed

**The bidder shall have adequate personnel to complete the required work in the time allowed by Mobile Area Water & Sewer System as well as the proper equipment, or access to, including but not limited to, a bucket truck, a stump grinding machine, and a tree climber.**

- All field personnel working on this project shall wear company ID Badges or uniforms displaying the company name. All vehicles used by the Contractor shall have a sign or logo displayed on the outside of the vehicle.
- The bidder shall have a designated on-site Safety Officer who will be responsible for ensuring that all aspects of this project are conducted in a safe manner.
- The bidder shall provide an emergency telephone number where a company representative can be reached twenty-four hours a day for the duration of the contract.
- No work shall be permitted on Saturday, Sunday, or Holidays unless approved in advance by MAWSS. Work will be performed from 7 a.m. to 7 p.m. during Daylight Savings Time and 7 a.m. to 5 p.m. during Standard Time.
- During the routine course of work by the Contractor's personnel, should they encounter a manhole overflow or see evidence of recent sewer overflow at a manhole or encounter a sewer overflow from a broken Sewer Line, this information should be reported **immediately** to the MAWSS project representative. Also, the Contractor is to report any wash-out or water line problem **immediately** to the MAWSS Project representative.
- Site visitation to review the locations of the work is encouraged and can be arranged by contacting MAWSS Easement/ROW Maintenance Supervisor, Corey McCoy, at (251) 404-2275.
- Background checks will be done on successful bidders.
- After awarding this bid, but prior to any work being performed, a **mandatory preconstruction meeting** will be held between the bidder and representatives of the Mobile Area Water & Sewer System. The purpose of the meeting will be to review all matters concerning the project.

**IFB 26-019 TREE REMOVAL & MAINTENANCE  
GENERAL SPECIFICATIONS (Cont'd)**

- Contractor agrees to pay and satisfy all claims arising from the work performed for Board under this contract and agrees to permit no liens of any kind to be filed by the Contractor's subcontractors, laborers, mechanics, furnisher of supplies, machinery, equipment, or other persons who may be entitled to file a lien against the property. Contractor agrees to protect Board from all claims and liens and indemnify Board for any costs incurred with any claims and liens. In the event that a lien or claim may be recorded against the property, then all costs, including attorney's fees and expenses, incurred by Board, in defending, removing, and satisfying the lien or claim, shall be at the expense of Contractor. The cost may be paid by Board by using funds due Contractor.
- Contractor shall indemnify Board and hold Board harmless from all liability for death or injury to the Contractor's officers, agents, representatives, or employees, any subcontractors or agents, representatives, or employees of any subcontractors, invitees, third parties of any nature whatsoever, or employees of third parties, occurring or arising out of the work performed, unless such claim arises from the sole negligence of Board. This responsibility shall include, but not limited to, injuries or death caused in whole or part by any machinery, materials, or equipment belonging to Board used by Contractor in the performance of the work. Contractor shall indemnify and hold Board harmless from damage to any property, including Board's property, arising out of work performed, Contractor shall pay all costs, including but not limited to interest and attorney's fees, incurred by Board in defending the litigation.
- Contractor shall comply with all applicable federal, state, municipal, and local laws, and executive order, and all applicable rules, orders, regulations, and requirements of all governmental agencies, departments, or bureaus. Nothing contained herein shall prevent Contractor from contesting with the appropriate governmental body the validity of such law, rule, order, regulation, or requirement that Contractor has not complied therewith. Contractor shall furnish Board with proof of its compliance with the aforesaid laws, rules, orders, regulations or requirements as Board may reasonably request. Contractor shall indemnify and hold Board harmless from all loss, costs, expenses, fines, penalties, and damage resulting in any way from Contractor's failure or neglect to comply with the provisions of the Article.
- During the progress of the work, if Contractor should become bankrupt, refuse or neglect to supply a sufficiency of material or of workmen, or cause any unreasonable neglect or suspension of work or fail to refuse to follow the plans and specifications or fail to comply with any part of this Contract, Board shall have the right to take possession of the premises and immediately terminate the Contract. All claims of Contractor shall cease, and Board shall complete the work after giving forty-eight (48) hours' notice directed to contractor at the address stated in this Contract.
- The cost of completing the work and all expenses including but not limited to attorney's fees, incident to this Contract shall be borne by Contractor, and Board reserves the right to seek reimbursement from Contractor for all such costs and expenses. Board shall not be liable to Contractor in any way for the manner in which the work was completed. Board's action in completing the work shall not be construed as a substitute or a waiver of any legal rights Board has against Contractor.
- In the event that the Board must undertake litigation for breach of this agreement, Contractor will pay all attorney's fees, expenses, and costs incurred by Board in filing suit or otherwise attempting to enforce this agreement. In the event Board is sued, upon any claim or lien arising out of the work, Contractor shall pay all costs and expenses, including but not limited to attorney fees and interest, incurred by Board in defending the litigation, unless such claim arises from the sole negligence of Board.
- Contractor shall purchase and maintain during the life of the Contract, Statutory Workman's Compensation as required by the Workman's Compensation Law of the State of Alabama for all employees involved with this work and Employer's Liability Insurance. Each subcontractor shall similarly provide coverage for its employees. A Certificate of Issuance stating coverage must be filed with Board prior to start of work.

**IFB 26-019 TREE REMOVAL & MAINTENANCE  
GENERAL SPECIFICATIONS (Cont'd)**

- Contractor shall secure and maintain insurance providing protection from claims for personal injury, including death, property damage or destruction, including any loss of use resulting there from, and claims which relate to, result from, arise out of, or are connected with the negligent performance of services, products, or equipment, which are provided pursuant to this agreement. Contractor shall carry during the term of this agreement, and until after the completion of removal of equipment, comprehensive general liability insurance with a commercial general liability endorsement having a minimum limit of liability of \$500,000.00, with a combined limit for bodily injury (including loss of life) and/or property damage for any one occurrence, and excess/umbrella coverage in the amount of at least \$1,000,000.00. Contractor shall name Board as an additional insured under its liability policies and shall require its insurance companies to give at least 30 days' written notice of termination or cancellation of policies to Board. Certificates of such insurance shall be delivered to Board prior to commencement of the Work. All insurance required by this section must be placed with insurance companies authorized to do business in the State of Alabama.
- This Contract merges and supersedes all prior representations and agreements between Owner and Contractor and constitutes the entire contract between them concerning the work. This contract may not be modified or amended except by written agreement of both parties.
- All notices required to be sent under the terms of this contract, or otherwise sent in connection with the Work, shall be sent to the parties by certified or registered mail at the address listed below, or to such other addresses as the parties may from time to time designate in writing.

Board Contact Person: Bud McCrory, Director, P.O. Box 180249, Mobile, Alabama, 36618-2236

Contractor Contact Person: Corey McCoy

- No additional compensation or money shall be due by Board to Contractor for extra work or expenses, unless a prior estimate has been submitted by Contractor and Board has previously accepted, in writing, the estimate, and issued a Purchase Order number agreeing in writing to pay same.
- The parties agree that all services performed pursuant to this agreement are performed by Contractor as an independent contractor, and Contractor and its employees will not be considered employees of Board for any purpose. It is understood that Contractor is not nor will be an agent or an employee of the Board in any respect.
- This contract and all terms thereof shall be construed in accordance with the laws of the State of Alabama.
- **NOTE: Once the contract is awarded, the Contractor is responsible for coordinating the scheduled work with MAWSS' Easement/ROW Maintenance Supervisor.**
- Two (2) copies of pay estimates for work completed may be submitted at the end of each month. An INVOICE should be emailed to [acctspayable@mawss.com](mailto:acctspayable@mawss.com), and a RECEIPT should be emailed to [cmccoy@mawss.com](mailto:cmccoy@mawss.com), or mailed to Corey McCoy, MAWSS, 4725 Moffett Road, Mobile, AL 36618. **All work itemized on the pay estimate must be completed and inspected before payment is approved.**

**END OF GENERAL SPECIFICATIONS**

**IFB 26-019 TREE REMOVAL & MAINTENANCE  
SCOPE OF WORK**

**MOBILE AREA WATER & SEWER SYSTEM**

**BID SPECIFICATIONS FOR REDUCING TREE DEBRIS IN RIGHT OF WAYS AND MOVING REDUCED TREE DEBRIS TO THE SIDE OF  
RIGHT OF WAY  
(CUT AND TOSS)**

**SCOPE OF WORK**

To clear a center path along MAWSS work areas by cutting all trees downed or leaning trees. The contractor can either cut the trees in place and move the tree cuttings to the sides of the easements/Right of Ways (ROW) or move the downed trees to the sides of the easement/ROW and cut the trees into reduced wood pieces. Note: Debris removal will be determined by MAWSS on a case-by-case basis.

**Reduce trees and limbs:**

The downed tree shall be cut into lengths no greater than six feet to each outermost limb. Limb shall be cut and reduced until limbs are less than 1" in diameter.

**Wetlands Work:**

Entry into wetland areas shall be by foot. No backhoes, track hoes, bulldozers or other heavy equipment which can cause rutting or erosion problem can be used. The downed tree shall be cut into lengths no greater than six feet to each outermost limb. Limb shall be cut and reduced until limbs are less than 1" in diameter.

**Work Data Summary:**

Work will be done following maps provided by MAWSS. Upon completion of each map of work, contractor will supply a work summary. This consists of an overview of the project on a week-to-week basis. The names and hours of labor worked for each supervisor, equipment operator and skilled labor employee. The summary shall also indicate the equipment utilized for each project.

**Pipeline Easements:**

MAWSS will accurately mark or define easements to be cut and reduced. Maps will show the approximate number of trees to be cut and an estimated size and location.

**COMPLIANCE WITH LAWS AND REGULATIONS**

Contractor shall comply with all laws and regulations pertaining to cutting, moving and reducing downed trees on work areas. Contractor is responsible for any liabilities associated with the damage of gates, livestock, fences and other appurtenances adjacent to work areas, including without limitation the following:

The contractor is responsible for opening and closing gates as required by landowner and lowering and raising fences as needed to cut the trees.

The damage or destruction of landowner properties, livestock, and vegetation beyond easements, gates, fences or other appurtenances is the responsibility of the contractor.

## **IFB 26-019 TREE REMOVAL & MAINTENANCE SCOPE OF WORK (Cont'd)**

### **EVALUATION OF CONTROL**

The first control evaluation will be performed 10 days after cutting, moving and reducing begins. If remediation is required, remediation work shall be performed within the next 30 days. This cycle of application, evaluation and remediation shall continue until all work areas are completed. If at the time of the evaluation Owner (MAWSS) and Contractor disagree as to whether the desired specifications set forth in this contract bid are complete, a second evaluation shall be made within 30 days.

### **ACCESSIBILITY OF EASEMENTS/RIGHT OF WAYS**

MAWSS will grant access to all easements and right of ways. Also, the pipeline will be marked or defined and the width of easement or right of way given. Contractor is required to show due respect to the adjacent landowner's property and to cooperate and maintain good working relationship with these landowners and or their agent(s). Any difficulty experienced must be reported to MAWSS **immediately**.

While contract personnel are on easements owned, leased, or operated by MAWSS, they must be prepared to provide identification to persons inquiring about their operations. The telephone number to the contractor's home office and to MAWSS must be available to field personnel at all times. MAWSS will provide, when applicable, identification markers to identify field personnel as contract employees.

No contract employee under this contract may perform work on easements owned, leased, operated, or otherwise controlled by MAWSS without the notification of the appropriate MAWSS management, or designated representative or management. A MAWSS representative must be present, or contractor must have obtained consent before beginning any work.

All work performed in the City of Mobile and County of Mobile must be properly permitted.

### **DEFINITIONS**

#### **Downed Trees:**

Any species of woody plants, trees or shrubs that have fallen or leaning into right of ways.

#### **Acre:**

A measure of land, commonly 43,560 square feet or 4,840 square yards.

#### **Mile:**

A measure of distance, commonly 5,280 feet or 1,760 yards.

#### **Cut and Toss:**

Downed trees shall be cut in place and downed cuttings moved to the side or sides of the work areas or the downed trees can be moved to the side or sides of the work areas and cut into reduced wood pieces.

#### **Reduced wood pieces:**

The downed tree shall be cut into lengths no greater than six feet from trunk to each outermost limb. Limb shall be cut and reduced until limbs are less than 1" in diameter.

**IFB 26-019 TREE REMOVAL & MAINTENANCE  
PROPOSAL**

TO: THE BOARD OF WATER AND SEWER COMMISSIONERS  
OF THE CITY OF MOBILE, ALABAMA

Submitted: \_\_\_\_\_  
(DATE)

The undersigned, as Bidder, hereby declares that he has examined the Work and informed himself fully in regard to all conditions pertaining to the Work to be done; that he has examined the Plans and Specifications for the Work and contractual documents relative thereto, and has read all General Conditions and Special Provisions furnished; and that he has satisfied himself relative to the Work to be performed.

The Bidder proposes and agrees, if this Proposal is accepted to contract with the Board of Water and Sewer Commissioners of the City of Mobile, Alabama, in the form of contract specified to furnish all materials, equipment, machinery, tools, apparatus, means of transportation and labor necessary to complete the following work:

**TREE REMOVAL AND MAINTENANCE  
ANNUAL CONTRACT 2026**

in full and complete accordance with the shown noted, described and reasonably intended requirements of the Plans, Specifications and Contract Documents to the full and entire satisfaction of the Board of Water and Sewer Commissioners of the City of Mobile, Alabama, with a definite understanding that no money will be allowed for extra work except as set forth in the attached General Conditions and Contract Documents for the lump sum or unit prices listed opposite each item.

It is agreed that the description under each item, being briefly stated, implies, although it does not mention all incidentals, and that the prices stated are intended to cover all such work, materials and incidentals as constitute Bidder's obligations as described in the Specifications and any details not specifically mentioned, but evidently included in the Contract shall be compensated for the item in which it most logically is included.

The quantities for bid items listed on the Proposal sheet are estimated quantities only for the purpose of comparing bids. Any differences between these estimated quantities and actual quantities required for construction shall not be taken as a basis for claims by the contractor for extra compensation. Compensation will be based on the lump sum or unit prices and actual construction quantities.

**Note: The Quantities listed in this proposal are for determining the low bidder and in no way represent the quantities for this annual contract. If the unit price bid is considered high by the Owner, the Owner may use other forces to perform that item. This contract is to enhance the Owner's forces and does not give the Contractor exclusive right to perform the work listed above.**

The Bidder further proposes and agrees hereby to commence the Work with an adequate force, plant and equipment at the time stated in the notice to the Contractor from the Owner to proceed, and fully complete performance within the duration specified in the scope of work.

If a one (1) year extension of the time for performing work under this agreement is granted by written approval by the second party, the above amount may be increased only by an amount equal to or less than the original contract amount for the one-year extension by means of written approval by the second party.

With no exceptions, the unit prices bid as provided in the proposal shall remain in effect for the duration of the agreement. The Contractor shall not exceed the contract amount or the contract termination date without written approval by the second party. Any work performed without said approval will be at the Contractor's expense.

**A General Contractor's license is required if the total bid amount is over \$100,000. In addition, the bidders would be required to possess a minimum of MU-s: ROW Maintenance or SC: ROW. Please include copy of license.**

**IFB 26-019 TREE REMOVAL & MAINTENANCE  
PROPOSAL (CONT'D)**

The undersigned further agrees that, in case of failure on his part to execute the said Contract and the Bond within 10 consecutive calendar days after written notice being given of the award of the Contract, the check or bid bond in the amount of 5 percent of this bid, not to exceed \$1,000, accompanying this bid, and the monies payable thereon, shall be paid into the funds of the Board of Water and Sewer Commissioners of the City of Mobile, Alabama, as liquidated damages for such failure; otherwise the check or bid bond accompanying this Proposal shall be returned to the undersigned.

Attached hereto is a certified check on the \_\_\_\_\_

\_\_\_\_\_ Bank of \_\_\_\_\_

or a Bid Bond for the sum of \_\_\_\_\_

\_\_\_\_\_ Dollars (\$ \_\_\_\_\_)

made payable to the Board of Water and Sewer Commissioners of the City of Mobile, Alabama.

\_\_\_\_\_  
Contractor

By \_\_\_\_\_  
(Legal Signature)

\_\_\_\_\_  
(Printed Name and Title)

Witness: \_\_\_\_\_  
(Legal Signature)

Witness: \_\_\_\_\_  
(Legal Signature)

CONTRACTOR'S LICENSE No.

\_\_\_\_\_

BIDDER acknowledges receipt of the following ADDENDA:

\_\_\_\_\_

\_\_\_\_\_

**IFB 26-019 TREE REMOVAL & MAINTENANCE  
BID BOND**

KNOW ALL MEN BY THESE PRESENTS:

That we: \_\_\_\_\_  
(Name of Contractor)

\_\_\_\_\_, as Principal,  
(Address)

and \_\_\_\_\_  
(Name of Surety)

of \_\_\_\_\_, as Surety,  
(Address)

are held and firmly bound unto The Board of Water and Sewer Commissioners of the City of Mobile, Alabama, as Oblige, in the full and just sum of:  
\_\_\_\_\_ Dollars and \_\_\_\_\_. \$ \_\_\_\_\_.

lawful money of the United States, for the payment of which sum, well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the paid Principal is herewith submitting its Proposal for

**TREE REMOVAL AND MAINTENANCE  
ANNUAL CONTRACT 2026**

The condition of the obligation is such that, if the aforesaid Principal shall be awarded the Contract the said Principal will, within the time required, enter into a formal Contract and give a good and sufficient bond to secure the performance of the terms of and conditions of the Contract, then this obligation to be void; otherwise, the Principal and the Surety will pay unto the Oblige in the full amount of the proposal guarantee, five percent (5%) of the bid amount, not to exceed \$1,000, as liquidated damages for such default.

SIGNED, SEALED, AND DELIVERED \_\_\_\_\_  
Date

**Witness as to Principal:**

\_\_\_\_\_  
Name of Contracting Firm

By: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_  
Name of Surety

By: \_\_\_\_\_

Title: \_\_\_\_\_

**NOTE: BIDS WILL NOT BE CONSIDERED, UNLESS BID BOND IS SIGNED BY PRINCIPAL AND SURETY, OR IN LIEU THEREOF, A CERTIFIED CHECK, OR IRREVOCABLE UNCONDITIONAL LETTER OF CREDIT FROM YOUR BANK MUST ACCOMPANY THE PROPOSAL.**

**IFB 26-019 TREE REMOVAL & MAINTENANCE  
BID FORM**

	Unit Cost		Quantity	Ext. Cost
4" – 10" Downed Tree	_____ \$	X	400	_____ \$
10" – 18" Downed Tree	_____ \$	X	300	_____ \$
18" – 24" Downed Tree	_____ \$	X	300	_____ \$
24" – 36" Downed Tree	_____ \$	X	80	_____ \$
36" & Larger Downed Tree	_____ \$	X	20	_____ \$
4" – 10" Standing Tree	_____ \$	X	200	_____ \$
10" – 18" Standing Tree	_____ \$	X	100	_____ \$
18" – 24" Standing Tree	_____ \$	X	100	_____ \$
24" – 36" Standing Tree	_____ \$	X	40	_____ \$
36" & Larger Standing Tree	_____ \$	X	20	_____ \$
4" – 10" Cut, Grind Remove Debris	_____ \$	X	10	_____ \$
10" – 18" Cut, Grind Remove Debris	_____ \$	X	10	_____ \$
18" – 24" Cut, Grind Remove Debris	_____ \$	X	6	_____ \$
24" – 36" Cut, Grind Remove Debris	_____ \$	X	4	_____ \$
36" & Larger Cut, Grind Remove Debris	_____ \$	X	2	_____ \$
<b>Total</b>	<b>\$</b>			_____ \$

NOTE: The quantities for bid items listed on the Bid Form are estimated quantities only for the purpose of comparing bids. There are no guaranteed quantities of tree services that will be purchased for this contract.

Company Name \_\_\_\_\_ Payment Terms \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Submitted By \_\_\_\_\_ Title \_\_\_\_\_  
Please Print

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

The signer declares under penalty of perjury that she/he is authorized to sign this document and bind the company or organization to all terms and conditions of this agreement.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**IFB 26-019 TREE REMOVAL & MAINTENANCE  
WORK EXPERIENCE**

The following is a list of customers where the bidder has done related work:

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Name of Customer	Address
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Contact Person	Phone	Email
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Type of Work

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Name of Customer	Address
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Contact Person	Phone	Email
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Type of Work

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Name of Customer	Address
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Contact Person	Phone	Email
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Type of Work

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Name of Customer	Address
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Contact Person	Phone	Email
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Type of Work

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**IFB 26-019 TREE REMOVAL & MAINTENANCE  
SDP POLICY ACKNOWLEDGEMENT\***

A copy of the SDP (Supplier Diversity Program) policy that applies to this Invitation For Bid has been included in this package. It is the responsibility of the bidder to read and make efforts to meet the goals of this policy. Please contact the Supplier Diversity Department at [supplier.diversity@mawss.com](mailto:supplier.diversity@mawss.com) for any questions regarding this policy.

**Bidders MUST acknowledge receipt of this policy and submit the documentation with the bid proposal.**

Bidders shall take all necessary and reasonable steps in accordance with this Policy to ensure that Diverse Contractors/Suppliers have the maximum allowable opportunity to compete for subcontracts and contracts for services, supplies, or other goods. Bidders shall not discriminate in awarding subcontracts and supplier contracts on the basis of race, color, national origin, ethnicity, or sex, during the bid process as well as during performance of a MAWSS contract.

**The following documentation must be included in the bid proposal.**

- SDP Policy Acknowledgement **and**
- Subcontracting Plan

Please refer to the attached policy for more information regarding these requirements as well as all other requirements, if participating in the SDP Program.

The signer declares under penalty of perjury that she/he is authorized to sign this document and bind the company or organization to all requirements of this policy.

Company Name \_\_\_\_\_

Submitted By \_\_\_\_\_ Title \_\_\_\_\_  
Please Print

Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*Required to sign and return with bid**

**IFB 26-019 TREE REMOVAL & MAINTENANCE  
SUBCONTRACTING PLAN/GOOD FAITH EFFORT\***

In order for your proposal to be considered, you must complete all blanks in this Subcontracting Plan and sign with a handwritten signature where indicated below and include this form in your proposal.

**Failure to fill in the blanks on this Subcontracting Plan and/or to include a handwritten signature may cause for rejection of your bid.**

It is MAWSS's goal that in all contracts, contractors shall make a demonstrated good faith effort to award 15% of the contract amount to certified Diverse Contractors/Suppliers as subcontractors and/or suppliers performing commercially useful functions which are consistent with contract requirements.

Copies of MAWSS SDP Policy 16-01 (for public works projects), SDP/Supplier Diversity Policy 17-01 (for contracts for other goods and services), and links to organizations that have information on SDPs/Diverse Suppliers can be found by visiting our website at <https://www.mawss.com/bids/supplier-diversity-program/>.

STATE WHAT PERCENTAGE OF THE WORK FOR THIS CONTRACT YOU PLAN TO AWARD TO SDP/DIVERSE SUPPLIER SUBCONTRACTORS AND/OR VENDORS	TOTAL %
ESTIMATED TOTAL DOLLAR AMOUNT TO BE AWARDED TO SDP/DIVERSE SUPPLIER	TOTAL \$
AMOUNT BID FOR THIS CONTRACT	TOTAL \$

Please list below all subcontractors and suppliers which you plan to use for this contract. Also indicate which of these are SDPs / Diverse Suppliers by writing "Yes" or "No" where indicated. Also list for each the percentage of the total contract amount to be performed by each and the certification group the SDP / Diverse Supplier is certified with. Attach additional sheets if needed.

SUBCONTRACTOR/VENDOR NAME	SDP/DIVERSE SUPPLIER (Yes or No)	% OF CONTRACT	CERTIFICATION GROUP (ALDOT, ADECA, SRMSDC, BCIA, WBENC)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**CAUTION: ACCURATELY COMPLETE ALL PARTS OF THIS FORM AND SIGN BELOW.**

**GOOD FAITH EFFORT AKNOWLEDGEMENT/AFFIDAVIT**

**I/WE EXERCISED GOOD FAITH TO COMPLY WITH THIS PLAN AND MAWSS' SDP REQUIREMENTS.**

\_\_\_\_\_  
BIDDER/COMPANY

\_\_\_\_\_  
BY (Signature)

**\*Required to sign and return with bid**

**IFB 26-019 TREE REMOVAL & MAINTENANCE  
INSURANCE REQUIREMENTS**

- A. **General:** The Supplier shall provide insurance in accordance with the required specifications. A current certificate of insurance must be provided with your bid. MAWSS does not need to be named as an additional insured on this certificate until bid is awarded.
- B. **Supplier Coverage:** The Supplier shall not commence work under this Contract until he has obtained all insurance required under the following paragraphs and until such insurance has been approved by the Owner, nor shall the Supplier allow any subcontractor to commence work on his subcontract until all similar insurance required of the subcontractor has been obtained and approved. If the subcontractor does not take out insurance in his own name, the Supplier shall provide such insurance protection for the subcontractor and such subcontractor's employees.
- C. **Casualty Insurance:** The following insurance coverages (with limits not less than specified herein) shall be maintained by the Supplier for the duration of the Contract, affording coverage for any claim arising out of Supplier's operations herein, whether by the Supplier or by any subcontractor or by any Employee or Agent of either:
1. Claims of employees under Worker's Compensation and other similar employee benefit acts, including claims because of bodily injury, occupational sickness or disease, or death.
  2. Claims arising out of bodily injury, sickness, disease, or death of any person other than employee.
  3. Claims for damages arising out of libel, slander, false arrest, detention or imprisonment, malicious prosecution, defamation or violation of right of privacy, wrongful entry or eviction or other right of private occupancy, including claims as a result of an offense related to the employment of a claimant by Contractor (so-called "Personal Injury").
  4. Claims arising out of damage to or destruction of tangible property, including loss of use.
  5. The Supplier shall furnish certification of insurance and policies verifying that the above coverages are in effect before commencing any work, and that each policy is endorsed to give the Owner 30-day notice in writing in the event of cancellation or material change therein.

Policies of Insurance shall state that the Owner and the Owner's employees be named as additional insureds on the Supplier's Automobile Liability and Commercial General Liability policies. In respect to Worker's Compensation, a Waiver of Subrogation shall be issued in favor of the Owner. If Supplier is exempt from Worker's Compensation, the Supplier shall provide written documentation as to why they are exempt. Where applicable, the U.S. Longshore and Harbor Workers' Compensation Act Endorsement shall be attached to the policy. Where applicable, the Maritime Coverage Endorsement (to include coverage under Jones Act) shall be attached to the policy. Both the U. S. Longshore and Harbor Workers and the Maritime Coverage shall have limits equal to or greater than the employer's liability coverage.

6. Rated by AM Best – A- or better. For non-admitted companies, a rating of A or better by AM Best.
  - a. At the discretion of the Board, worker's compensation insurance may be placed through a qualified worker's compensation self-insurance fund.

b. **Limits of Liability:**

<b>Worker's Compensation</b>	Statutory
<b>Employers' Liability</b>	\$500,000 Each Accident \$500,000 by Disease, Policy Limit \$500,000 by Disease, Each Employee
<b>Commercial Automobile</b>	\$1,000,000 Each Accident Bodily Injury and Property Damage Combined Business Auto Includes All Owned, Leased, Hired and Non-Owned Automobiles
<b>Commercial General Liability</b>	\$1,000,000 per Occurrence \$1,000,000 Personal & Advertising Injury \$2,000,000 General Aggregate per Project \$2,000,000 Products & Completed Operations Aggregate \$100,000 Fire Damage Liability

**Umbrella Liability:** In addition to the basic limits previously set out for Commercial General Liability, Products and Completed Operations, Automobile Liability and Worker's Compensation, coverage shall be issued with a "pay on behalf of" wording, including Personal Injury and other extensions, and provide coverage at least as broad as that afforded by the primary insurance policies.

**Extensions (only if applicable):**

Blanket Contractual Liability	Blanket Collapse and Underground Coverage
Personal Injury	Broad Form Property (including Completed Operations)
Host Liquor Liability	Employees as Additional Insureds
Non-owned Watercraft Liability	Incidental Medical Malpractice
Worldwide Products	Extended Bodily Injury (Assault and Battery)
Fire Legal Liability	
Newly Acquired Organizations	

When and if the use of explosives for blasting purposes appears necessary or desirable, such methods shall not be undertaken without written authorization of the Owner, and then only provided that acceptable extensions of liability coverage have been obtained specifically to include the explosion ("X") hazard and the collapse ("C") hazard. The policy of general liability shall include the special underground property damage coverage (providing the so-called "U" hazard) on a blanket basis.

- D. **Owner's Protective Liability:** The Supplier shall furnish from a carrier acceptable to the Owner, a policy of liability insurance, commonly called "Owner's Protective Liability" in the name of the Board of Water and Sewer Commissioners of the City of Mobile, d/b/a MAWSS, providing "Independent Contractor's Coverage" for the operations embraced by this Contract with limits of \$1,000,000 bodily injury and \$1,000,000 property damage. Policy shall be endorsed so that the premium is to be paid by the named Supplier.

**END OF INSURANCE**



# IFB 26-019 Tree Removal and Maintenance Purchasing Bid Checklist

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**Vendor must initial each section below indicating compliance with statement. Failure to complete this form and provide requested documentation could result in rejection of your company's bid.**

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- \_\_\_\_\_ 1. All applicable licenses required per the bid specs and any other state and local licenses. Please include copy of applicable licenses required.
- \_\_\_\_\_ 2. Insurance Requirements met and copy provided.
- \_\_\_\_\_ 3. Understand General Requirements, Conditions, Proposal, Specifications, and Summary/Scope outlined in bid package.
- \_\_\_\_\_ 4. Supplier Diversity Package included. This includes both forms signed & returned along with a memo from the sub-contractor agreeing to the percentage that is specified on the sub-contracting form. A copy of the sub-contractor's DBE certification needs to be included as well.
- \_\_\_\_\_ 5. Agree to invoicing requirements outlined in bid package.
- \_\_\_\_\_ 6. Bid Bond included.
- \_\_\_\_\_ 7. Mandatory Pre-bid Meeting attended.
- \_\_\_\_\_ 8. Addendum signed & enclosed (if applicable).

By signing below, bidder agrees they have read and understand the terms of this bid.

\_\_\_\_\_  
Business Name of Bidder

\_\_\_\_\_  
Signature of Bidder or Authorized Agent

\_\_\_\_\_  
Date